



**King County**  
**Records and Elections Division**  
Archives and Records Management  
Department of  
Executive Administration  
King County Administration Building  
500 Fourth Avenue Room 553  
Seattle, WA 98104  
**(206) 296-1572**

July 24, 1998

TO: DEPARTMENT POLICY/PROCEDURE MANUAL STATIONS

FM: Archives and Records Management

RE: **Distribution of Executive Policy FES 8-2 (AEP)**


This memo transmits a new Executive Policy, FES 8-2 (AEP), "Employee ID Access System". This policy supersedes FES 8-1-1 (AP), "Key Card Access System". Please place the attached policy in the AEO/AEP binder of your Policy/Procedure Manual Station behind the FES index tab, and remove the superseded policy from the AP binder.

This Executive Policy is also available on the King County web page at <http://www.metrokc.gov/recelec/archives/polindx.htm>. If you have any questions, please call Linda Grob at 296-1572.

INF7-4polmem





|  |  |                   |
|--|--|-------------------|
| Title  |  | Document Code No. |
| Employee ID Access System  |  | FES 8-2 (AEP)     |
| Department/Issuing Agency  |  | Effective Date.   |
| Transportation Department/Transit Division/Service Development/Market Development                    |  | July 18, 1998     |
| Approved<br> 7/8/98 |  |                   |

1.0 SUBJECT TITLE: Employee ID/Bus Pass/Building Access System

1.1 EFFECTIVE DATE: Ten days after signature.

1.2 TYPE OF ACTION: Superseding FES 8-1-1 (AP)

1.3 KEY WORDS: (1)Employee ID (2)bus pass (3)Access control to County facilities (4) key card application (5) key card access (5) Generic key card.

2.0 PURPOSE: To establish uniform procedures for Employee ID/bus pass/key card policies regarding distribution, replacements and return upon termination.

3.0 ORGANIZATIONS AFFECTED:

3.1 All King County departments, offices and agencies.

4.0 REFERENCES: Ordinances 12932 & 12933.

5.0 DEFINITIONS:

5.1 **"Employee ID"** means an employee photo ID card issued by DCFM which may also serve as a "bus pass" and/or a building access "key card".

5.2 **"Bus pass"** means Employee ID that includes fully subsidized transit access.

5.3 **"Key card"** means an Employee ID issued for use in designated key ports to gain access to County facilities such as secured buildings and parking garages. key card access is provided upon the request of the appropriate agency manager.

5.4 **"Generic key card"** means a non-photo key card that provides building access only to applicable County facilities. Supervisors may order spare generic key cards to pass out on a short term, as needed basis, to employees who occasionally need building access.

5.5 **"Access Level"** means a time range into which key card holders are grouped. The different access levels determine which groups may enter County facilities at designated times.

5.6 **"ID Capture Station"** means a location operated by DCFM which has access to ID 2000 computer system and at which an employee ID can be issued. (See appendix 9.5 for station locations.)



## 6.0 POLICIES:

6.1 DCFM--Administrative Services (in conjunction with the RJC Facilities Security staff when card is an access card to the Regional Justice Center) shall maintain an Employee ID access system that can include bus pass or key card access for King County employees and has the authority to control issuance, replacement or cancellation of any Employee ID card. Bus passes are provided upon the authorization of the office of Human Resources and the Employee Transportation Program.

6.1.1 Employees who are eligible for a fully subsidized bus pass will have their Employee ID modified to also serve as a bus pass, unless the employee declines the bus pass benefit.

6.1.2 Employees who receive an Employee ID/bus pass from DCFM must sign an Employee Bus Pass Authorization form (see Appendix 9.2) that describes the Employee ID/bus pass termination policy and authorizes the County to deduct a replacement fee if the pass is not turned in to their supervisor prior to the terminated employees payroll cutoff date for their final paycheck.

6.1.3 Employees whose job duties require access to county facilities will have their Employee ID card modified by DCFM to also serve as a key card. Key card access is provided upon the request of the appropriate agency manager.

6.2 Employees who lose their Employee ID/bus pass are allowed one bus pass replacement per calendar year upon payment of a bus pass replacement fee which is based on current Metro FlexPass policies and is collected by DCFM Administrative Services on behalf of Transit.

6.2.1 Employees who lose their Employee ID may replace their pass without the bus pass option if they pay an Employee ID replacement fee which is based on the cost of materials and is collected by DCFM Administrative Services.

6.2.2 Stolen Employee ID which may include a bus pass or key card may be replaced at no charge if they submit a copy of the police report to DCFM--Administrative Services.

6.3 All King County Supervisors are responsible for retrieving Employee ID cards from terminated employees before the payroll cutoff date for the employee's final paychecks.

6.3.1 Retrieved Employee ID cards shall be delivered by certified mail or messenger to DCFM - Administrative Services who will, in conjunction with RJC Facilities Security if necessary, void the cards and pass them on to The Employee Transportation program.

6.3.2 Supervisors will send in a "Employee Replacement Fee form" (see Appendices 9.4 & 9.5) to their employee's payroll representative prior to the payroll cutoff date for the terminated employee if the employee has lost or refused to return their Employee ID card.

6.4 The agency's payroll clerk will process Employee Replacement Fee forms that are received before the terminated employee's payroll cutoff date for their final paycheck and deduct the applicable replacement fee.

6.5 All canceled Employee ID cards and canceled generic key cards must be turned in to DCFM Administrative Services, who will take appropriate action to update records.

6.6 Employees who transfer from one County agency to another must turn in their Employee ID or generic key card to DCFM Administrative Services for re-coding if they use it as key card for access to a county facility.

6.7 Employees shall not loan the Employee ID or generic key card issued to them to any other person and shall report to DCFM Administrative Services immediately about any lost or malfunctioning cards.

## 7.0 PROCEDURES:

Responsible Agency  
or Individual:

Action:

### **Employee ID card requests:**

Requesting Agency/Employee

7.1 Completes ID/keycard Request Form (see Appendix 9.1) and an Employee Bus pass Authorization Form, if employee is eligible for a bus pass. Brings signed, authorized forms, along with some type of picture I.D. (e.g., driver's license) to a DCFM ID capture station.

DCFM

7.2 Reviews forms for completeness, including authorized signatures if necessary.

7.3 If complete, signs as approved for issue and assigns keycard access level, if requested.

7.4 Adds the employee data to the appropriate data bases.

7.5 Takes photo for Employee ID card, prints card and distributes Employee ID card.

### **Employee ID/generic key card cancellations:**

Supervisor of Employee

7.6 Return Employee ID cards and generic key cards to DCFM Administrative Services. In cases when a rush cancellation to a key card is necessary due to inability to collect card from employee, calls the DCFM Administrative Services, Office Services Supervisor to facilitate the cancellation, who coordinates with RJC Facilities Security if necessary.

7.7 For terminated employees who have lost their



ID/bus pass, returns Employee ID card to DCFM or sends an Employee Replacement Fee form to the employee's payroll representative before the payroll cutoff date for the employee's final paycheck.

Agency Payroll Representative  
or ID Coordinators

7.8 If an Employee Replacement Fee form is received before the payroll cutoff date of a terminated employees final paycheck, the agency payroll representative shall forward the request to the Finance department who will deduct from the employee's final paycheck the appropriate fee. If a supervisor submits a terminated employees ID card, the card will be forwarded to DCFM.

DCFM

7.9 Updates computer records to deactivate key card, destroys generic key cards and forwards voided ID/bus pass cards to the Employee Transportation Program.

7.10 Furnishes the Employee Transportation Program office monthly information regarding any ID/bus pass cancellations

Employee Transportation Program

7.11 Destroys Employee ID/bus pass cards and updates bus pass database.

**Lost, Stolen or Damaged Employee ID or Generic key cards.**

Requesting Agency/Employee

7.12 reports to DCFM --Administrative Service Information Supervisor lost, damaged or stolen cards, who coordinates with RJC Facilities Security if necessary.

DCFM

7.13 Cancels key cards access from computer and instructs employee on procedure for obtaining a replacement.

Employee

7.14 If an employee needs a new Employee ID card or a generic key card, they can obtain one from a DCFM capture station upon payment of a replacement fee.

**8.0 RESPONSIBILITIES:**

**8.1 Requesting agencies are responsible for:**

8.1.1 Providing a signed Employee ID/key card Request Form, and an Employee Bus pass Authorization Form, if employee is eligible, for the employee to take to a DCFM-capture station.

8.1.2 Providing DCFM with a current, up to date Employee Bus pass Issuing Authorities Form (see Appendix 9.3) to ensure only authorized staff are approving the issuance of employee bus passes.

8.1.3 Turning in to DCFM Administrative Services all Employee ID cards or generic cards from employees who are terminating or transferring employment to another King County agency or for any other reasons requiring card cancellations.

**8.2 Agency payroll representatives or ID Coordinators are responsible for:**

8.2.1 Returning to DCFM-- Information Supervisor all Employee ID or generic key cards they receive from Supervisors which are no longer needed due to change in functions, employee transfer or termination, or any other reasons requiring card cancellations.

8.2.2 Forwarding Employee Replacement fee forms when received from their agency's supervisors to Finance department who will authorize payroll deduction to cover the cost of replacement fees for terminated employees who have lost or refuse to return their bus passes.

**8.3 Department of Construction and Facility Management (DCFM)-- Administrative Services (with the involvement of Regional Justice Center (RJC) Facilities Security staff when card is an RJC access keypad) is responsible for:**

8.3.1 Approving all Employee ID requests which may include a Bus pass or key card, monitoring the usage of key cards and canceling key cards when necessary.

8.3.2 Approving and distributing generic key cards and monitoring the usage and cancellation when necessary.

8.3.3 Preparing and issuing Employee ID cards for county employees and requesting agencies; maintaining all computer and paper documentation for the Employee ID/bus pass/key card system and collecting fees for lost ID's.

8.3.4 Updating and issuing to County agencies various ID request and Authorization forms.

8.3.5 Issuing unique Employee Identification numbers to employees being issued an Employee ID card, which number remains assigned to an employee for the duration of their employment with King County, regardless of whether or not they transfer to another department. Such unique Employee Identification numbers are the same employee numbers used by OHRM in the HR/Payroll system.

**8.4 Office of Human Resource Management (OHRM) is responsible for:**

8.4.1 Furnishing DCFM with list of all employees eligible for a Employee ID/bus pass/key card and for employees who have been terminated or transferred each pay period.

**8.5 King County Supervisors are responsible for:**

8.5.1 Informing all terminated employees that they must return their Employee ID which may include a bus pass or key card and generic key cards before their payroll cutoff date for their final paycheck or they will be assessed a replacement fee.

8.5.2 Submitting returned Employee ID cards and generic key cards to DCFM Administrative Services by certified mail or messenger.



8.5.3 Preparing an Employee Replacement Fee form for terminated employee who are unable to return their Employee ID card and seeing that their agency's payroll representative receives this form in time to be processed by the payroll representative before the payroll cutoff date for the employee's final paycheck.

**8.6 Finance Department is responsible for:**

8.6.1 Deducting the cost of the replacement fee from the employees final paycheck if they receive a "Employee Replacement Fee form" for a terminated employee from an agency's payroll representative.

**8.7 Employee or key card holder is responsible for:**

8.7.1 Not loaning the key card issued them to anyone else.

8.7.2 Reporting immediately both to their supervisor and to DCFM Administrative Services a lost, stolen or malfunctioning card—that is also a keycard allowing the holder access to County facilities or that is a bus pass, enabling the holder to access free transit.

8.7.3 Taking care not to damage or obscure the barcode stripe or mag stripe on the back of the card.

8.7.4 Returning Employee ID or generic keycards to their supervisor when the card is no longer needed or upon terminating. If the employee transfers to another agency and needs to modify their key card, they will need to contact DCFM-- Administrative Services Information Supervisor.

8.7.1 Paying any applicable fees related to the loss of an ID card.

**9.0 Appendix**

## 9.1 ID/keycard Request form

BRING THIS COMPLETED FORM TO D.C.F.M., ADMINISTRATIVE SVCS, OFFICE SVCS. SECTION ROOM CA02--FLOOR 1A, KING COUNTY COURTHOUSE OR D.C.F.M. R.J.C. FACILITIES SECURITY AT RJC-COURTS BLDG RM G0263. FOR QUESTIONS, RETURNING CARDS, LOST CARDS, OR FORMS CALL OFFICE SVCS. 296-0104 OR 296-0550 (RE: CH COMPLEX-GARAGE) OR R.J.C. FACILITIES SECURITY (RE: R.J.C.) 205-8802.

**ID & ID/KEYCARD REQUEST FORM****SECTION-1-TO BE COMPLETED & SIGNED BY REQUESTER & DIVISION MANAGER**

I have reviewed & approve the issuance of the card listed below. If the employee transfers or leaves county service, my dept. will immediately notify D.C.F.M., Svcs. Supervisor 296-0104, to cancel employee's card & return it to DCFM Admin. Svcs. Mail Stop 3A Attn.: Office Svcs.

Authorized by: \_\_\_\_\_  
Division/Agency Manager Date Phone

This authorizes the issue of: (select one category)

\*If you are eligible for a bus pass, that request form must be attached.

\*I. **A King County ID Card:** ☐ Employee ☐ Contractor ☐ Other \_\_\_\_\_  
(Explain)

\*II. **A King County ID/Keycard:** ☐ Employee ☐ Contractor ☐ Other \_\_\_\_\_  
(Explain)

III. **County Vehicle Keycard:** ☐ (Parking Assignment Form must accompany this form call Kristin Cooper at 296-0635 or Robin Bishop at 296-0659)

Requested by: \_\_\_\_\_  
Signature Date

**SECTION 2-GENERAL INFORMATION -TO BE COMPLETED BY REQUESTER**

Employee \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE) (Jr., SR, II, Etc.)

Dept./Div. (If Contractor List Company Name) \_\_\_\_\_ /

Work Location \_\_\_\_\_  
(STREET) (CITY) (ST) (ZIP)

King County Mail Stop \_\_\_\_\_ Work Phone (include area code) \_\_\_\_\_

**WOULD YOU NEED ASSISTANCE TO EVACUATE THE BUILDING DURING AN EMERGENCY?**

☐ YES—If box is checked, this information will be passed on to Security. If you desire, use the line below to provide information that could be helpful in assisting you. \_\_\_\_\_

**SECTION 3- ACCESS SELECTIONS-TO BE FILLED OUT ONLY IF YOU APPLY FOR A KEYCARD**

A keycard is necessary to gain access to the Courthouse and Administration Bldg. *outside* of the open hours listed on reverse (see back).

Choose one time frame from I, II (optional), III (if applicable), & IV (if applicable)

**I. COURTHOUSE/ADMINISTRATION BUILDING—Select ONE time frame**

- A. ☐ 24 hours/seven days per week C. ☐ Weekend Access: 6PM-6AM Saturday, Sunday & Holidays  
B. ☐ Weekend Access: 6AM-6PM Saturday, Sunday & Holidays D. ☐ Weekday Access: 2AM-6:45 AM Monday-Friday

**II. PARKING GARAGE—Select ONE time frame**

- B. ☐ Evenings & Weekends 4:30PM-3AM weekdays & 24 hrs Saturday, Sunday & Holidays (No Fee)  
C. ☐ Weekday Access \*Note There is a fee & waiting list for parking, contact Kristin Cooper 296-0635 or Robin Bishop 296-0659 with D.C.F.M. Facilities Maint. Div. prior to submitting this form.

III. **SPECIAL ACCESS** : ITS (only): ☐ 212A ☐ W259 Hrs \_\_\_\_\_  
DJA (only): ☐ E609 ☐ C601 ☐ C607 ☐ CB39 Hrs \_\_\_\_\_  
Public Safety Court Security (only) ☐ E189 \_\_\_\_\_

IV. **OTHER LOCATIONS:** Indicate Building(s) \_\_\_\_\_ If you cited R.J.C. please see back.

I, the undersigned, understand that my card is not to be loaned to **anyone**. I will report its loss immediately to DCFM, Admin. Svcs. & agree to relinquish my card when I transfer or leave King County.

CARD RECEIVED BY: \_\_\_\_\_

Signature

**FOR DCFM USE**

Approved by/Date

Keycard # \_\_\_\_\_

Access Level \_\_\_\_\_

☐ Bus Pass ☐ Expire Date \_\_\_\_\_

Date complete record entered/Initials

Proximity # \_\_\_\_\_

Master Key ID # \_\_\_\_\_

Revised 4/17/98



Use the information below to determine if you need a keycard.

### **Courthouse, King County Parking Garage, Administration Building**

A keycard provides after hours access to the Courthouse, Administration Building & the King County Parking Garage. After hours, the Courthouse may be accessed via the Courthouse/Administration Bldg. Tunnel or by ringing the 3<sup>RD</sup> Ave. entrance night bell and signing in at the security desk (a King County ID is all that is necessary to enter the 3<sup>RD</sup> Ave. entrance after hours). The Administration Building and the King County Parking Garage have keycard readers at various entry points. For direct access to the Administration Building after hours, a keycard may be preferred. For vehicle access to the parking garage at any time, a keycard is required.

Please contact D.C.F.M., Administrative Svcs., Office Services Section at 296-0104 or 296-0550 if you have access questions regarding the Courthouse, Administration Bldg., or King County Parking Garage.

Courthouse Open: Weekdays- 6:30 A.M.-10:00 P.M.  
Saturdays - 8:30 A.M.-5:00 P.M.  
Sundays & Holidays-Closed

Administration Building Open Weekdays- 6:45 A.M.- 6:00 P.M.  
Saturdays-Closed\*  
Sundays & Holidays-Closed\*

\*The Administration Building can be accessed via the 3<sup>RD</sup> Ave. Entrance of the Courthouse during open hours for the Courthouse.

### **Regional Justice Center**

A keycard provides after hours access to the Regional Justice Center. After hours access to the RJC-Courts Building is controlled by a card reader located at the west breezeway entrance. A Security officer can be summoned to provide access to the secure areas of the building by using the intercom located at the east security screen exit door in the rotunda. If you need keycard access to the Regional Justice Center *in addition to* Courthouse, Administration Building or King County Parking Garage access, please indicate R.J.C. as your building access need in Section 3 Part IV of this form **and** fill out an **RJC Request For Courts Building Access Card** form and include that form with this one when you come in for your keycard. The RJC Request For Courts Building Access Card form can be obtained from D.C.F.M., Regional Justice Center Facilities Security at 205-8802.

Please contact D.C.F.M., Regional Justice Center Facilities Security at 205-8802 if you have access questions regarding the Regional Justice Center.

Regional Justice Center Courts Building Open: Weekdays-6:00 AM-6:00 PM  
Saturdays- 8:00 AM-4:00 PM  
Sundays & Holidays-Closed\*\*

\*\*Except for Monday Holiday District Court Calendars



King County

**New Employee ID/Bus Pass Request Form***Please print and provide all information indicated.*

|                        |                        |                           |
|------------------------|------------------------|---------------------------|
| Employee Last Name     | First Name             | Middle Initial            |
| (Area Code) Home Phone | (Area Code) Work Phone |                           |
| Department             | Division/Work Group    | Mail Stop                 |
| Issuing Authority Name |                        | (Area Code) Contact Phone |

*For DCFM ADM. SVCS. Use Only*

|            |            |             |
|------------|------------|-------------|
| Prox. Card | Employee # | Proof of ID |
|------------|------------|-------------|

**Employee Information**

King County is pleased to offer you an employee ID with the benefit of a fully subsidized bus pass. The pass entitles you to ride without payment of fare on all regularly scheduled public transportation services operated by Metro, Community and Pierce Transit. When you use your bus pass you help reduce traffic congestion, air pollution and dependency on fossil fuels. For more information on your employee transportation benefits, please call the Employee Transportation Program at 206-689-4575.

To receive your employee ID/bus pass, take this form, photo identification and an Employee ID Request form to your photo shoot with the Department of Construction and Facility Management (DCFM) Administrative Services on floor 1A of the King County Courthouse, 516 Third Ave., Seattle. Employee ID/bus passes are issued at this location Monday through Thursday, 9:00 a.m. - 3:30 p.m. You may contact DCFM Administrative Services at 206-296-0104 or 206-296-0550. ID/bus passes can also be obtained at the RJC Facilities security office, 401 Fourth Ave N, Kent. Call RJC Facilities Security 206-205-8802 for available times.

Carefully safeguard your Employee ID/Bus Pass:

- You are the only person authorized to use your bus pass. If you allow anyone else to use it, you may lose this benefit and/or be subject to disciplinary action.
- If you lose your bus pass, you may obtain one replacement per calendar year from DCFM in Room 320 of the King County Administration Building, 500 Fourth Ave., Seattle, 206-296-0622. Please bring photo ID. You will be charged a replacement fee. If your pass is stolen, present a copy of the police report and there will be no fee for the replacement.

By signing below, I hereby acknowledge and authorize the following:

- I understand that the Employee ID/Bus Pass is intended for employee use only, and is not transferable.
- Should my employment terminate, I agree to return the ID/Bus Pass to my supervisor on or before my last day of employment at King County. If I do not return the pass upon termination of employment as set forth above, I understand and agree that I am liable for the replacement value of the pass. I agree that the applicable replacement fee will be paid by me prior to the payroll cutoff date for my final paycheck, or the replacement fee will be deducted from my final paycheck.

*Information must be complete and form signed by the employee and designated issuing authority to be valid:*

**Employee****Signature:** \_\_\_\_\_**Date Signed:** \_\_\_\_\_**Issuing Authority****Signature:** \_\_\_\_\_**Date Signed:** \_\_\_\_\_

"Future Final" Rev. 5-18-98 BPREqFF



**9.3 Employee Bus Pass Issuing Authorities form.**



## ***New Employee Bus Pass Issuing Authorities***

*Please complete and return this form to the Department of Construction and Facility Management (DCFM), King County Administration Building, Mail Stop 3A. Issuing authorities must be designated and samples of their signatures provided before DCFM can accept New Employee ID/Bus Pass Request Forms and issue employee bus passes to new-hires in your department. Please limit the number of bus pass issuing authorities for your department to no more than ten.*

*Questions? Please call DCFM Administrative Services at 206-296-0104 or the Employee Transportation Program at 206-689-4575, #5.*

*Thank you!*

The following staff persons are hereby authorized to submit New Employee Bus Pass

Authorization Forms to DCFM on behalf of (Department): \_\_\_\_\_

| No. | Printed Name | Contact Phone | Signature |
|-----|--------------|---------------|-----------|
| 1.  | _____        | _____         | _____     |
| 2.  | _____        | _____         | _____     |
| 3.  | _____        | _____         | _____     |
| 4.  | _____        | _____         | _____     |
| 5.  | _____        | _____         | _____     |
| 6.  | _____        | _____         | _____     |
| 7.  | _____        | _____         | _____     |
| 8.  | _____        | _____         | _____     |
| 9.  | _____        | _____         | _____     |
| 10. | _____        | _____         | _____     |

**Department**  
**Director/Designee**  
**Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

## 9.4 Employee Replacement Fee form.

**Employee ID Replacement Form**

*Please print and provide all information indicated. Information must be complete and signed by the employee to be valid. If you lose your bus pass, you may obtain one replacement per calendar year from DCFM Administrative Services, Room 320 King County Administration Building, 500 - 4<sup>th</sup> Avenue, Seattle, WA. Phone: (206) 296-0622.*

**TO OBTAIN A REPLACEMENT, BRING PHOTO ID. YOU WILL BE CHARGED A FEE UNLESS THE CARD IS DEFECTIVE OR WAS STOLEN FROM YOU. IF STOLEN, YOU NEED TO BRING A COPY OF THE POLICE REPORT.**

|                    |                        |                        |           |                |
|--------------------|------------------------|------------------------|-----------|----------------|
| Employee Last Name |                        | First Name             |           | Middle Initial |
| Employee Number    | (Area Code) Home Phone | (Area Code) Work Phone |           |                |
| Department         | Division/Work Group    |                        | Mail Stop |                |

**Employee**  
**Signature** \_\_\_\_\_

**Date Signed** \_\_\_\_\_

**For DCFM Administrative Services Use:**

**Processed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Re-issued by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Original Pass (prox #) Number:** \_\_\_\_\_

**Replacement Pass (prox #) Number:** \_\_\_\_\_

**FEES:**

If ID/Bus Pass Card: \$50 or \$5 (for 587 or 77)  
If ID Card: \$5

**REPLACEMENT WITHOUT FEES:**

Defective Card: \_\_\_\_\_

Stolen Card: \_\_\_\_\_ (copy of police report must be attached)



## 9.5 List of ID capture station locations



### *Employee ID Capture Locations*

#### **A) Department of Construction and Facility Management**

##### **Administrative Services, Office Services Section**

Floor 1-A, King County Courthouse, 516 - 3<sup>rd</sup> Avenue, Seattle, WA 98104

Phone: 296-0104 or 296-0550

##### **Hours of Operation for Issuing ID's:**

9:00 a.m. to 3:30 p.m., Monday through Thursdays.

#### **B) Department of Construction and Facility Management**

##### **RJC Facilities Security Office, Facilities Maintenance Division**

401 - 4<sup>th</sup> Avenue North, Kent, WA 98032

##### **Hours of Operation for Issuing ID's:**

Call (206) 205-8802 for hours of operation.